

DRAFT

**DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, DC 20350**

SECNAV INSTRUCTION 4061.1D

From: Secretary of the Navy
To: All Ships and Stations

Subj: FOOD SAFETY TRAINING PROGRAM

Ref: (a) BUMEDINST 5450.157 (NOTAL)
(b) *Food Code*, Recommendations of the United States Public Health Service Food and Drug Administration (NOTAL)
(c) NAVMED P-5010-1, Manual of Naval Preventive Medicine, Chapter 1, Food Safety (NOTAL)
(d) NAVEDTRA 130, Task Based Curriculum Development Manual (NOTAL)
(e) BUMED Curriculum Development: Technical Education and Training (NOTAL)
(f) NAVSUP P-520, Enlisted Dining Facility Master at Arms Handbook (NOTAL)

1. Purpose. To establish a standard food sanitation training program for military, Military Sealift Command (MSC), and civilian food employees.

2. Cancellation. SECNAV Instruction 4061.1C.

3. Definitions.

a. "Food safety instructors" are:

- (1) Environmental Health Officers.
- (2) Preventive medicine technicians.
- (3) Independent duty corpsmen (requalified every three years).
- (4) Military (E-5 and above) and civilian graduates of an approved supervisor/manager food course, e.g., National Restaurant Association (ServSafe®); or the Educational Testing Service Association.

DRAFT

b. "Food employee" means an individual working with unpackaged food, food equipment or utensils, or food contact surfaces.

c. "Person in charge" means the individual present at the food establishment who is responsible for its operation.

d. "Food establishment" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption. Reference (c), Section 1-3 further defines facilities included and excluded from this definition.

4. Scope

a. Personnel designated as the "person in charge" have additional responsibilities for supervision, training and knowledge; therefore, specific training outlined in paragraph 6 is required.

b. Temporary food employees assigned to a food establishment for 30 days or less, shall receive two hours initial training by the person in charge or other qualified individual. This training/orientation shall concentrate primarily on personal hygiene, the food employee role in preventing contamination of food and food contact surfaces, and cleaning and sanitizing food contact surfaces. Command emphasis shall focus on thorough, initial and on-the-job training and supervision.

c. Training (paragraph 6) shall be provided to food employees employed for periods greater than 30 days and should not be limited to this requirement. All food employees shall receive continuous, on-the-job training and instruction by supervisors (military and civilian).

5. Responsibilities. Commanding officers of Navy and Marine Corps activities, Military Sealift Command (MSC) area and subarea commanders, and masters of MSC civil service-manned U.S. Naval ships which operate food establishments are responsible for accomplishing a food sanitation training program meeting the minimum standards set forth in this instruction.

6. Training. Reference (c) gives competency requirements for each food employee. A portion of the training shall be presented

DRAFT

in the food establishment to demonstrate correct and incorrect usage of food service equipment and utensils. Documentation of training shall include current lesson training guides (LTGs).

a. All food employees shall receive a minimum of four hours initial food sanitation training within the first 30 days of employment and annually thereafter. This period of instruction is not required to be taught in consecutive four hour blocks of time.

b. An 18-hour supervisor/manager food service sanitation training course is required for all personnel designated as a "person in charge" within 30 days of that assignment. A refresher supervisor/manager course is required every three years. Subject matter includes microbiology and foodborne illness, personal hygiene/health requirements, food preparation and serving, hazard analysis critical control points (HACCP), inspection and storage of food, warewashing, pest control in food establishments, cleaning and sanitizing of food service equipment, personnel and equipment safety, and instructor techniques.

(1) Temporary food employees assigned for 30-days or less shall receive two-hours initial training and orientation prior to handling food.

(2) Bartenders that do not prepare food shall receive one-hour of initial food sanitation training.

7. Sources

a. Initial and annual food safety training may be obtained from:

(1) Navy Environmental and Preventive Medicine Units (NAVENPVNTMEDUs).

(2) Preventive medicine services at geographic Bureau of Medicine and Surgery (BUMED) commands.

(3) Preventive medicine technicians.

(4) Independent duty corpsmen (requalified every three years).

(5) Environmental health officers.

DRAFT

(6) Navy food management teams.

(7) Successful military (E-5 and above) and civilian graduates of an 18-hour supervisor/manager food service sanitation training course.

(8) When approved by the local Naval preventive medicine authority, civilian programs such as the National Restaurant Association (ServSafe®), or the Educational Testing Service Program.

b. The 18-hour supervisor/manager food service sanitation training course qualifications and sources.

(1) All personnel assigned as the person in charge, or in a supervisory or training capacity in a Navy or Marine Corps food establishment shall be qualified as instructors to provide initial and annual food sanitation training. Successful graduates of this training course shall be requalified every 3 years. A letter of completion shall be issued to graduates for their training records.

(2) Supervisor/manager food service sanitation training shall be obtained by attending a course at one of the NAVENPVNTMEDUs. Geographic areas of responsibility for each unit are found in reference (a). Other elements, e.g. BUMED geographic commands, or Navy food management teams, desiring to provide supervisor/manager food service sanitation training shall have written approval from their area Navy Environmental and Preventive Medicine Unit. Equivalent civilian training courses, e.g., National Restaurant Association (ServSafe®), or the Educational Testing Service Program are acceptable when authorized by the area NAVENPVNTMEDU.

8. References. References (b) and (c) shall be used as standard teaching guides. Training programs shall be presented using lesson training guides (LTGs). References (d) and (e) provide information for preparing LTGs. Reference (f) provides professional guidelines for effectively orientating, motivating, and directing food employees.

9. Action

a. Commanding officers of Navy and Marine Corps activities,
DRAFT

MSC area and subarea commanders, and masters of civil service-manned U.S. Naval ships shall issue directives as necessary to implement this instruction. Military and civilian managers (Navy and Marine Corps) of clubs, messes, DoD commissary stores on Navy and Marine Corps installations, and exchange facilities shall ensure compliance with this instruction by providing the local Navy preventive medicine authority with rosters of personnel requiring training, cooperating in scheduling classes, and assuring personnel attend the scheduled courses. Training requirements specified in this instruction shall be included in written contract agreements of contract food employees.

b. Food Safety Training Certification, NAVMED 4061/1, shall be issued to all military and civilian personnel upon completion of initial training. Annual refresher training is recorded on the reverse side of the certificate. These certificates need only be signed by the instructor. All certificates shall be maintained in the custody of the supervisors and verified by Navy preventive medicine authority personnel on routine sanitation inspections.

c. Civilian marine personnel of the MSC shall have this training entered in their Sea Service and Training Record, MSC 12310/3, and verified periodically as above.

10. Forms. NAVMED 4061/1, Food Safety Training Certificate, stock number 0105-LF-204-3025 and MSC 12310/3, Sea Service and Training Record, stock number 0104-LF-170-5301 are available in the Navy Supply System and may be requisitioned per NAVSUP P-2002.

///signature///
///SECNAV authority///

Distribution:
SNDL, Parts 1 and 2
MARCORPS Codes H and I

Chief, Bureau of Medicine and Surgery
Department of the Navy
2300 E Street NW
Washington DC 20372-5120 (250 copies)

DRAFT

SECNAVINST 4061.1D
...date...

Stocked:
CO, NAVPUBFORMCEN
5801 Tabor Avenue
Philadelphia, PA 19120-5099 (500 copies)

DRAFT